

# Financial Worksheet 1A

## Initial Submittal With Historical Data

**Waterworks:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City/County:** \_\_\_\_\_

**PWSID Number:** \_\_\_\_\_

**Type of Waterworks:**    Community    Nontransient-Noncommunity    Transient-Noncommunity

Instructions: Use this worksheet for existing waterworks, using two years of historical data to compute the six-year window. This form can be completed online, or a blank form can be printed to complete manually. If completing online, print, sign, and date the form before mailing or faxing to the Office of Drinking Water Field Office in your region. Retain a copy of the completed form for your records. NOTE: Boxes highlighted in light green are self totaling calculation. Boxes highlighted in light blue are field headings.

|      | Six Year Operating Budget (Worksheet 1A)         | ACTUAL PREVIOUS |        | PROJECTED for Fiscal Year Ending June 30, |        |        |        |
|------|--|-----------------|--------|---|--------|--------|--------|
| Line |  | Year 1          | Year 2 | Year 3                                    | Year 4 | Year 5 | Year 6 |
| 1    | <b>REVENUES</b>                                  |                 |        |   |        |        |        |
| 2    | Water Sales                                      |                 |        |   |        |        |        |
| 3    | Fees and Service                                 |                 |        |   |        |        |        |
| 4    | Other Revenue - Interest Income-Restricted Funds |                 |        |   |        |        |        |
| 5    | <b>TOTAL REVENUES (Add 2-4)</b>                  |                 |        |   |        |        |        |

|    |   |  |  |  |  |  |  |
|----|---|--|--|--|--|--|--|
| 6  | <b>EXPENSES</b>   |  |  |  |  |  |  |
| 7  | <b>Operation &amp; Maintenance Expenses</b>                 |  |  |  |  |  |  |
| 8  | Salaries & Other Benefits (Operator)                        |  |  |  |  |  |  |
| 9  | Power & Other Utilities                                     |  |  |  |  |  |  |
| 10 | Chemical & Treatment  |  |  |  |  |  |  |
| 11 | Monitoring  |  |  |  |  |  |  |
| 12 | Materials, Supplies and Parts                               |  |  |  |  |  |  |
| 13 | Transportation Expenses                                     |  |  |  |  |  |  |
| 14 | Miscellaneous Expenses                                      |  |  |  |  |  |  |
| 15 | <b>Total Operation &amp; Maintenance Expenses(Add 8-14)</b> |  |  |  |  |  |  |
| 16 | <b>General and Administrative Expenses</b>                  |  |  |  |  |  |  |
| 17 | Salaries & Benefits   |  |  |  |  |  |  |
| 18 | Office Supplies & Postage                                   |  |  |  |  |  |  |
| 19 | Insurance-Vehicle, Liability, and Workers Compensation      |  |  |  |  |  |  |
| 20 | Legal & Accounting  |  |  |  |  |  |  |
| 21 | Engineering & Professional Services                         |  |  |  |  |  |  |
| 22 | Fees - VDH Waterworks, etc                                  |  |  |  |  |  |  |
| 23 | Miscellaneous Expenses (e.g. Training)                      |  |  |  |  |  |  |
| 24 | <b>Total General Administrative Expenses (Add 17-23)</b>    |  |  |  |  |  |  |
| 25 | <b>Depreciation Expense (If Applicable)</b>                 |  |  |  |  |  |  |
| 26 | <b>TOTAL EXPENSES (Add 15+24+25)</b>                        |  |  |  |  |  |  |

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 27 | Taxes  |  |  |  |  |  |  |
| 28 | Annual Debt Payments - Loans/Bonds(Principal & Interest)   |  |  |  |  |  |  |
| 29 | Total Outstanding Debt - Loans/Bonds(Principal & Interest) |  |  |  |  |  |  |

# Financial Worksheet 1A (cont)

## Initial Submittal With Historical Data

**Waterworks:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City/County:** \_\_\_\_\_

**PWSID Number:** \_\_\_\_\_

**Type of Waterworks:**      Community      Nontransient-Noncommunity      Transient-Noncommunity

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 30 | <b>Capital Improvement Program Expenditures</b>      |  |  |  |  |  |  |
| 31 | New CIP Facilities/Equipment                         |  |  |  |  |  |  |
| 32 | Renewal & Replacement Facilities/equipment           |  |  |  |  |  |  |
| 33 | Safe Drinking Water Act Facilities                   |  |  |  |  |  |  |
| 34 | Non-Facility Costs (e.g. conservation program costs) |  |  |  |  |  |  |
| 35 | <b>Capital Sources</b>                               |  |  |  |  |  |  |
| 36 | Loan/Bonds Fund                                      |  |  |  |  |  |  |
| 37 | Grants   |  |  |  |  |  |  |
| 38 | Special Charges                                      |  |  |  |  |  |  |
| 39 | Withdrawal From Existing Reserves                    |  |  |  |  |  |  |
| 40 | <b>Net CIP (31+32+33+34)-(36+37+38+39)</b>           |  |  |  |  |  |  |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| 41  | <b>Operating Cash Reserve *</b>                             |  |  |  |  |  |  |
| 42  | Minimum Balance (1/8 Line (15 +24)                          |  |  |  |  |  |  |
| 42A | OCR Beginning year Balance                                  |  |  |  |  |  |  |
| 43  | Annual Installment  |  |  |  |  |  |  |
| 44  | Operating Cash Reserve Running Balance                      |  |  |  |  |  |  |
| 45  | <b>Emergency Reserve (ER) - See WS4 *</b>                   |  |  |  |  |  |  |
| 46  | Minimum Balance (Cost of most vulnerable facility)          |  |  |  |  |  |  |
| 46A | Emergency Reserve Beginning Year Balance                    |  |  |  |  |  |  |
| 47  | Annual Installment  |  |  |  |  |  |  |
| 48  | ER Running Balance (Alternative Financing)                  |  |  |  |  |  |  |
| 49  | <b>Replacement Reserve *</b>                                |  |  |  |  |  |  |
| 50  | Target Balance (Waterworks Replacement Cost)                |  |  |  |  |  |  |
| 50A | Replacement reserve Beginning year Balance                  |  |  |  |  |  |  |
| 51  | Annual Installment  |  |  |  |  |  |  |
| 52  | Replacement Reserve Running Balance                         |  |  |  |  |  |  |
| 53  | <b>TOTAL REVENUE REQ.(Add 26+27+28+40+43+47+51)</b>         |  |  |  |  |  |  |
| 54  | <b>BUDGET SURPLUS (DEFICIT) (Subtract 5-53)</b>             |  |  |  |  |  |  |
| 55  | <b>0.02 Annual Median Household Income</b>                  |  |  |  |  |  |  |
| 56  | <b>Projected Annual Residential Bill (from Worksheet 4)</b> |  |  |  |  |  |  |

\*If a Line of Credit is used, indicate \$0.00 in this column. Provide the amount of the Line of Credit on Worksheets 3, 4, and 5.